



# CAREER OPPORTUNITY

## CITY OF LA HABRA, CALIFORNIA

HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631  
201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000

### CIVIC CENTER

#### **TEACHER (Part-time)**

Head Start Program

\$10.906/hour - \$16.919/hour plus partial benefits

The City of La Habra is recruiting for the position of Teacher for the Head Start Program for morning shifts and afternoon shifts. This is a part-time teaching position, working with preschool children for either 6 or 8 hours per day, depending on assigned shift. This position is for a specific program authorized under Federal rules and funding and may be of a limited term (subject to continuation of grant).

**Definition:** Under direction, prepares and teaches lessons to preschool children; assists the Program Specialist in planning programs and activities; supervises instructional aides.

**Essential Duties** include the following. Other duties may be assigned:

- Plans and implements lesson plans for Preschool Children.
- Teaches, supervises, and instructs children.
- Inspects facilities and completes health and safety checklist to ensure that children are safe within group in utilizing the indoor and outdoor facilities.
- Reports health and safety hazards to the Lead Teacher and/or Program Specialist.
- Organizes the environment into clearly defined areas, displaying props and classroom accessories appropriately.
- Separates noisy areas from quiet areas and arranges areas so that the children can play on their own and in small groups, making adjustments as needed for children with disabilities.
- Ensures that materials and equipment are safe, clean, accessible, and developmentally appropriate for children and which reflects children's culture.
- Supervises and monitors children at all times.
- Supervises activities of children to ensure their safety both indoors and outdoors at all times, including the use of restroom facilities, flushing toilets, washing hands and mopping spills, when necessary.
- Develops and implements safety classroom rules with children that are understandable and practicable for all children.
- Develops and posts emergency exit plans and conducts monthly emergency drills such as fire, earthquake, and community violence drills.
- Displays materials simply and attractively with picture labels on shelves and on storage containers and replace as needed.

Equal Opportunity Employer – women and minorities encouraged to apply

- Supervises and models appropriate behavior and teaches techniques to teacher assistants and volunteers in the classroom.
- Plans and implements parent involvement activities and encourages the active participation of all parents in the program.
- Completes observations for each child in the class and utilizes these observations in completing child assessments.
- Completes screenings and assessments of each child in the program.
- Provides children curriculum-based educational services, weekly activities, planning, observation and assessment, and individualization on a weekly basis.
- Accurately completes all documents, including home visit forms, parent/teacher conference forms, lesson plans, and related forms.
- Visits each child's home twice per year, meeting with the parents.
- Holds two parent/teacher conferences per year for each child.
- Performs related duties as required.

**Qualifying Knowledge, Skills and Abilities:** Knowledge of child-development psychology and behavior theories and related conceptual learning and emotional stages; knowledge of physical development stages in small and large muscle coordination and nutritional requirements of age groups; knowledge of art, crafts, music, science and concepts such as color, and geometric shapes for teaching at a preschool level; general knowledge of, and skill in, supervisory techniques; ability to communicate effectively with children and their parents in teaching, informing, and interacting situations including home visits; ability to observe and recognize behaviors or conditions in children that may indicate special attention or referral; ability to plan a meal program that meets nutritional requirements of pupils; ability to demonstrate art, crafts, music, and physical activities at the level of the pupil.

**Education and Experience Requirements:** Combination of education and experience providing the qualifying knowledge, skills, and abilities. Requires Child Development Teacher Permit and a Bachelor's Degree in Early Childhood Development or related field and 24 Child Development core units. **Please attach copies of teaching permit and transcripts to your application.** Teachers are required to visit each child's home two times per year and have two Parent/Teacher Conferences. The ability to speak the Spanish language is preferred.

**Application Procedure:** Applications are available in the Human Resources Department or may be downloaded from the City's website at [www.lahabraca.gov](http://www.lahabraca.gov). **Applications together with copies of teaching permit and transcripts will be accepted CONTINUOUSLY until the position is filled.** Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five (5) days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

*This bulletin is not a contract, neither expressed nor implied.  
Any provision herein may be modified or revoked.*